

## Post: Bloom Engagement Officer

### Salary Banding: Level 4

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Support in Mind Scotland is one of the four founding charities of Mental Health UK. At the end of 2019 we launched Bloom, which aims to support young people's (14-18 year olds) mental health resilience.

Delivered in schools and colleges Bloom equips young people with the tools and knowledge to maintain their mental health through life's transitions.

As the Regional Engagement Officer for Scotland, you will be responsible for managing existing and fostering new relationships with education establishments across Scotland. You will support the process of engagement from initial contact right through to registration and participation in the programme.

#### **What I do and what I achieve**

- I work closely with the Bloom Manager to ensure the programme is reaching its desired outcomes.
- I develop a clear knowledge and understanding of the education landscape in Scotland and develop a database to store this information
- I plan and deliver an engagement strategy on how best to approach and engage schools, colleges and youth organisations and communicate with the Bloom manager throughout its development.
- I promote Bloom to all key stakeholders in Scotland, using promotional techniques to encourage schools and colleges to participate in the programme
- I develop mechanisms to share the impact of Bloom through case studies, videos, webinars etc.
- I build relationships with a host of partner agencies e.g. schools, colleges, local authorities, etc. to secure sign-up to the programme
- I collaborate with all colleagues, particularly engagement officers in the other nations to ensure there is a nation-wide response to the needs of young people.
- I keep abreast of policy and research developments that impact on young people's mental health and the education landscape
- I report on all programme activities to the Bloom manager, and suggest improvements, if applicable.
- I follow policies and procedures, creating guidance and local operating procedures where required, specifically to ensure the safeguarding of young people and the safety of all staff and volunteers involved in the programme
- I promote partnership working, and work with colleagues to ensure awareness and knowledge.
- I contribute to the identification, management and reduction of risk, and report any incidents or near miss in line with the organisation's incident reporting policy

## Who I am

- I have a proven track record of developing and maintaining relationships with educational institutions/youth work organisations
- I have experience of working with and influencing a range of external stakeholders.
- I have an ability to analyse and present information
- I have experience of collating information and creating accurate reports.
- I understand the importance of working with quality standards and am able to mobilise others to work towards these standards
- I am aware of the Scottish Government's Mental Health strategy and getting it right for every child policy (GIRFEC)
- I am able to communicate the programme status, risks/issues and successes to project team, stakeholders and to management
- I deal with stressful and difficult situations in a calm manner
- I am a team player, and experienced in building strong working relationships
- I am a confident communicator with good verbal and written skills
- I manage my time effectively, can prioritise workload demands and positively respond to unforeseen challenges
- I am a problem-solver and have the ability to quickly and efficiently identify and complete tasks independently
- I have experience in creating and engaging content for multiple audiences
- I am adaptable and am always prepared to lend my skills to new projects
- I am keen to learn and support others
- I have well-developed IT skills and I am proficient with Microsoft Office, Teams, Zoom and with social media platforms including Facebook, Twitter, LinkedIn and Instagram
- I have knowledge of safeguarding practices and can apply this as appropriate within the role
- I am creative, self-motivated, pro-active, flexible and bring a positive enthusiasm to my work
- I communicate challenges and setbacks in a positive and encouraging way

## General Duties

- Act in accordance with Data Protection legislation. Ensure all records, personal, staff and client data are managed in line with Data Management and Information Governance policies
- Comply with legal and regulatory requirements such as provisions set out in the Health and Safety at Work Act 1974
- As with all employees, workers and volunteers; to encourage people to join Support in Mind Scotland as a member, donor or activist
- To act in accordance with the charity's Health & Safety and Safeguarding policies and to notify your line manager promptly if there are any concerns
- To participate in regular supervision and appraisal and undertake any relevant training as appropriate to the role
- To work in accordance with the charity's national policies and local operating procedures and those of external regulators or professional bodies

This job profile and list of duties is not exhaustive and serves only to highlight the main requirements. The line manager may stipulate other reasonable requirements and projects commensurate with the general profile and grade of the post.